



BOUNDARY LINE ADJUSTMENT

PURPOSE

A Boundary Line Adjustment is a minor adjustment to the property line between two or more parcels. New parcels are not created as a result of a Boundary Line Adjustment. A Boundary Line Adjustment is also known as a “lot line adjustment.”

A Boundary Line Adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the current standards for lot size and area. Boundary Line Adjustments are used to correct minor trespasses (i.e., building a garage over the line) or to add acreage to a parcel for the owner’s convenience. The Planning Department can approve the application. Executing a boundary line adjustment is a relatively simple process. Boundary Line Adjustments can only involve up to four parcels, otherwise a Parcel Map is required.

PROCESS

STEP 1 – PRE APPLICATION DISCUSSION WITH STAFF

You should review the proposal with Planning Department staff prior to the submission of the formal application. This will allow staff to advise you on conformity with the General Plan, Zoning Ordinance, Uniform Building Code, and engineering requirements. Usually, this first step is the most important step and helps a project move faster through the process.

STEP 2 – SUBMITTING THE APPLICATION

To file an application, you should submit a completed application, along with an application fee as established by the City Council, and a map exhibit providing the information delineated at the end of these guidelines. Also required are a preliminary title report (current within 45 days of application) and property history verifying legal creation where deemed necessary by the Planning Division. The application **must** be signed by the property owners of all affected parcels.

STEP 3 – REVIEW OF APPLICATION BY STAFF

If the application is accurate and complete, City staff will review your proposal to determine its compliance with City General Plan, Zoning, and Building Codes (for example, parcel size and shape and building setbacks). A public hearing is **not** required. You will be notified by mail as to your proposal’s compliance with local requirements. Conditions will not be imposed on the approval of a Property Line Adjustment except as

necessary to facilitate recording and the relocation of existing overhead or underground utilities or easements or to bring the proposal into conformance with City Zoning and Building Codes.

STEP 4 – SUBMITTING LEGAL DESCRIPTION AND FORWARDING TO TITLE COMPANY

Following approval, the applicant is required to submit new legal descriptions of the project as approved. Legal descriptions must be prepared and stamped by a licensed land surveyor, or civil engineer with the qualifications to prepare property descriptions.

Following receipt of the new legal descriptions, a cover letter will be forwarded to the Title Company chosen by the applicant with the following:

- Notarized Recordation Sheet from Planning Department
- Exhibit A: Revised Legal Description
- Notice of Approval of Lot line Adjustment

STEP 5 – RECORDING THE MAP

Following approval by Planning staff, the Boundary Line Adjustment and transfer of title are accomplished by the property owner(s) submitting grant deeds reflecting the revised lot boundaries and an 8½-inch by 11-inch map exhibit prepared by a licensed surveyor or professional engineer. **IN ADDITION, NECESSARY RECORDING FEES SHALL ACCOMPANY DOCUMENTS WHEN THEY ARE DELIVERED TO THE COUNTY RECORDER'S OFFICE.** You may also choose to submit a parcel map or record of survey done by a licensed land surveyor or a civil engineer licensed by the State of California, which must be in a form acceptable for recording. The property owner(s) must also provide documentation of lending approval for any necessary modification of trust deeds affecting the subject properties.

STEP 6 - COMPLETION

File will be complete when copies of the Dated Down Title Report are received and verified against the main file.

ESTIMATED TIME REQUIREMENTS

The actual time for the processing of a Boundary Line Adjustment will vary depending on the complexity of the proposal, but generally reviews by Planning staff require one to two weeks. It cannot be overemphasized that the burden for meeting the one-week time frame rests largely on you. With a **complete and accurate** application, a one-week time frame is possible. Plan check of maps and deeds and recording by the City Engineer may require three weeks. The Boundary Line Adjustment is complete when a notice and legal descriptions of the new parcels are recorded by the local title company.

APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Completed application form and application fee.
- ☐ Preliminary title report (current within 6 months of application).
- ☐ Documentation of lot creation (if required by the Planning Division).
- ☐ Name, address, phone number of Title Company (of applicant's choice)
- ☐ Completed "Authorization to Enter Private Property" form
- ☐ A detailed 8½-inch by 11-inch map drawn to scale. The following must be provided on the map:
 - ☐ Existing and proposed lot areas
 - ☐ 100- year floodplain of any stream or water body
 - ☐ Property lines – existing and proposed
 - ☐ Existing building location(s) and setbacks
 - ☐ Easements and adjoining streets
 - ☐ Septic tank, leach field, and well locations
 - ☐ Off-street parking layout and driveway sites
 - ☐ Topography if more than 5 percent slope (four-foot contour intervals)
 - ☐ Significant natural features
 - ☐ Street address
 - ☐ Assessor's parcel number
 - ☐ Dimensions labeled
 - ☐ Title block and date
 - ☐ North arrow
 - ☐ Location of all utility services

COSTS

The application fee for a Boundary Line Adjustment is \$150.00 plus City Engineer fees for review of the BLA, charged on a time and materials basis. A \$1,000 deposit to the City for engineering fees shall be submitted at the time of application. If City Engineer fees are in excess of \$1,000 the applicant will be charged the balance. You will also have to pay your representative for preparing the application and legal descriptions and the local title company for final processing and recording of the legal descriptions and deeds reflecting ownership.

The legal description must be prepared and submitted by either a Licensed Land Surveyor, or a Registered Civil Engineer that is licensed to practice land surveying (registered in California prior to 1982) and be accompanied by a map showing the parcel(s) as depicted on the legal description. When ordering your Preliminary Title Report for this application, please instruct your title company to keep you order "open." Failure to do so may result in additional charges by the title company at the end of the Boundary Line Adjustment process.

**CITY OF MT. SHASTA
PLANNING DEPARTMENT
305 N. MT. SHASTA BOULEVARD
MT. SHASTA, CALIFORNIA 96067
(530) 926-7510**

APN _____

PROJECT NO. _____

**BOUNDARY LINE ADJUSTMENT
APPLICATION
(Print or Type in Black Ink Only)**

- | | |
|--|---|
| o Conditional Use Permit - \$480 | o Annexation - \$750 (5 Acres or Less) |
| o Variance - \$580 | o Annexation - \$1,200 (More than 5 Acres) |
| o Subdivision (4 or Less) - \$650 + Time/Materials | o Lot Line Adjustment - \$150 |
| o Subdivision (5 or More) - \$300 + \$150 per parcel | o Optional Design - \$180 |
| o Pre-zoning / Rezoning - \$425 | o Architectural / Design - \$325 |
| o General Plan Amendment - \$580 | o Sign – Administrative - \$55 |
| o Home Occupation – Administrative - \$80 | o Sign - \$245 |
| o Home Occupation - \$345 | o _____ (If not listed, check with |
| o Other _____ \$100 + Time/Materials | Planning Department for current description and fee.) |

In addition to the above fees, applicants shall be required to reimburse the City of Mt. Shasta for any additional costs of issuing permit, including but not limited to, extraordinary fees for legal counsel and/or consultant costs.

PLANNING DEPARTMENT

Application Received

Accepted as Complete

Received By

CASHIER

Application Fee

Receipt Number

Received By

APPLICANT:

NAME: _____
ADDRESS _____
CITY, STATE, ZIP _____
TELEPHONE / FAX # _____

OWNER:

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE / FAX #: _____

REPRESENTATIVE:

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE / FAX #: _____

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PROJECT DESCRIPTION

PROJECT NAME: _____

SITE ADDRESS: _____

ASSESSOR'S PARCEL #: _____

Describe in detail your proposed project, including all proposed uses, special materials, special fixtures or appliances, and any grading and/or construction that must be completed to establish your project. Refer to project guideline for specific submittal requirements. (Attach additional sheets, if necessary.)

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PROPERTY OWNER SIGNATURE REQUIREMENT

I hereby certify that the facts, statements, and information presented within this application are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City of Mt. Shasta. I hereby certify that I have read and fully understand all the information required in this application form.

By signing this application, I (we) hereby authorize city, county, state and federal agencies, requested to review this application, to enter my property for the purpose of reviewing and commenting on this application. The authorization is valid from the date of filing this application until the city formally acts to approve or deny this project.

Signature

Printed Name

Address

City/State/Zip

Date

Signature

Printed Name

Address

City/State/Zip

Date

Signature

Printed Name

Address

City/State/Zip

Date

Signature

Printed Name

Address

City/State/Zip

Date

**CITY OF MT. SHASTA
PLANNING DEPARTMENT
305 NORTH MT. SHASTA BOULEVARD
MT. SHASTA, CALIFORNIA 96067
(530) 926-7510 TELEPHONE *** (530) 926-0339 FAX**

APPLICANT SIGNATURE REQUIREMENT

I have read and understand the application guidelines and submitted all the requirements.

Signature

Printed Name

Date